



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

Maintenance Assistant I Non-Career (Part-time/Unclassified)

Facility Maintenance – Administration Bureau

\$13.132 - \$17.738 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The Department of Health and Human Services is recruiting for a part-time Maintenance Assistant I Non-Career position to be part of the Facility Maintenance Team. The selected candidate will work under the direction of the Building Services Supervisor and will be responsible for the overall maintenance at one of the Department's nine (9) facilities located throughout the City of Long Beach. Non-career employees typically do not receive health/dental/vision benefits and are not guaranteed a minimum number of work hours; however they may be eligible for sick leave benefits.



### EXAMPLES OF DUTIES:

- Performs a variety of custodial duties including: cleaning, sweeping, mopping and waxing floor coverings and walkways; vacuuming, cleaning and shampooing carpets; cleaning, dusting and polishing woodwork, walls, partitions, equipment and furniture; washing windows; cleaning restroom fixtures and replacing restroom supplies; disposing waste and cleaning waste receptacles; filling and maintaining water coolers; and replacing light bulbs and lamps.
- Makes minor repairs to facilities and equipment.
- Assists in performing minor carpentry.
- Operates city car or pick-up truck and equipment such as vacuum cleaner and floor buffer.
- Reports hazardous conditions.
- Performs other related duties as required.

### QUALIFICATIONS:

- Valid Class C California Driver's License.
- 12 months experience performing semi-skilled and maintenance duties.
- Ability to lift and move heavy objects up to 50 pounds (subject to medical exam by Occupational Health Officer).

### SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to follow written and oral instructions.
- Ability to communicate effectively with co-workers.
- Ability to adapt to varying assignments.
- Flexible work schedule (some nights and weekends required).

### APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, July 24, 2015. To be considered, please email a letter of interest and resume to the email address listed below. Please include "CH-Req HE14-048 MA- NC" in the email subject line.

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Résumés will be reviewed for depth and breadth of experience. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-048)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*